



**Stevens County Conservation District**

232 Williams Lake Road - Colville WA 99114  
Phone: (509) 685-0937 ext. 3 - Fax: (509) 684-1982

## Position Description

### Special Forest Products Cooperative Coordinator

**Position Location:** based in Colville, Washington with work in Stevens, Ferry, Pend Oreille, and Spokane Counties

**Type of Position:** The successful applicant will be under contract with the Stevens County Conservation District

**Length of Position:** One year

**Position Summary:** Work with a local steering committee in all aspects of cooperative development and management. Create a business plan for a special forest products cooperative serving four counties in northeast Washington. Develop an outreach program to inspire and engage local forest landowners and forestry consultants to take into consideration special forest products while making forest management decisions. Assist cooperative members in finding local workers to harvest special forest products. Establish market contacts for special forest products. Pursue additional funding for cooperative start-up and sustainability. Currently a one year contract, but potential to grow into longer term contingent on successful applicant's ability to procure long-term funding

**General Responsibilities:**

- Use the work already completed to identify possible: members, labor force, markets, and local technical resources.
- Write a cooperative business plan which will provide a mission statement, define the organization structure, describe the cooperative's products, establish a membership structure including recruitment and fees, develop a marketing plan and a fund raising plan, establish a multi-year budget, and establish milestones.
- Conduct outreach to private forest landowners to inform them of the opportunities provided by special forest products in general and cooperative membership in particular (give presentations to local forest landowner groups, write articles for local newspapers and newsletters, etc.)
- Communicate with individual landowners concerning special forest products
- Maintain a database of interested landowners, reliable / available labor for harvesting special forest products, successful projects, and current markets
- Recruit members for the cooperative and keep all membership records

- Conduct regular Steering Committee and provide monthly reports on project progress
- Research sources of additional funding for the cooperative effort

**Requirements:**

- Possession of a valid driver's license, clean driving record and ability to provide documentation
- Educational background or experience in forestry, natural resources, ecology, or related field.
- Familiarity with tree species in northeast Washington including their identification and characteristics
- Available for occasional evening meetings and Saturday morning events
- Able to communicate (in person or via telephone and email) in a professional manner with diverse individuals and audiences, including staff, individual property owners, forestry professionals, labor contractors, vendors, and others
- Comfortable with public speaking
- Organized and able to maintain detailed records to be submitted by established deadlines
- Able to recruit and lead cooperative members
- Proficient with Microsoft Office (Outlook, Excel, Word, and PowerPoint) and ability to learn new computer applications
- U.S. citizen, national or lawful permanent resident
- Ability to commit to the full term of service for which they are applying
- Submit to a criminal history background check and National Sex Offender Registry search
- Regular and reliable attendance

**Preferred Qualifications:**

- Knowledge of business operations with particular emphasis on how cooperatives operate
- Strong interest in community outreach and organizing
- Extremely organized and detail-oriented
- Cooperative attitude and enjoy working toward common goals as part of a team

**Compensation:**

- Compensation will be \$37,000 for a one year period
- As a contractor, the District will not provide any benefits
- There is a \$5,000 travel allowance for the Coordinator

**How to Apply:**

Contact Stevens County Conservation District, 232 Williams Lake Rd, Colville, WA 99114; (509) 685-0937 ext 3 for an application

**Applications due by 4:30 p.m. September 30, 2008. The application process will remain open until a suitable candidate is found.**